



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, July 19, 2016 • 9:00 a.m.
San Bruno Senior Center – 1550 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** June 15, 2016
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Treasurer's Report – June 2016
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
 - c. Receive and File Minutes of Events Committee (Madonich)
 - d. Senior Advisory Board Annual Report Draft
8. **UNFINISHED BUSINESS:** None
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
11. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
13. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Senior Citizens Advisory Board
June 21, 2016**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:04 a.m. Board Members Present: Chair Goff, Carmichael, Donnelly, Hayes, Treasurer Hornung, Kreisel, and Luzaich. Board Members Absent: Green. Staff Present: Brewer, Tessier, Madonich, Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Luzaich/Kreisel** to approve the agenda of the May 17, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the May 17, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. **Treasurer's Report** – Treasurer Hornung reported that the Senior Advisory Board's bank account was filed under the wrong type of account with their current bank and that they would be receiving refunds for checking account charges that were incorrectly made. They would still have a free checking account that would not charge them any fees, therefore the checking account did not need to be moved to a new bank. May 2016 Treasurer's Report filed for audit.
 - b. **Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data - Monthly Information and Referral Report and Nutrition Site Report** were distributed and reviewed, received, and filed for May 2016.
 - c. **Receive and File Minutes of Events Committee** – Supervisor Tessier reported that the first meeting of the new Events Committee took place in June. Events Committee minutes were received and filed for June 2016.
 - d. **Update on Stage Curtain Installation** – Coordinator Madonich reported that the fabric for the stage curtain was on back order and they would not be receiving it for a few months. Chair Goff asked if the new curtain would be electrical and Coordinator Madonich replied that it would be a hand pull curtain.

- e. Update on Senior Center Deck Replacement – Superintendent Brewer reported that the deck had been looked at by the structural engineer and that a report would be given to the city manager's office by the end of the week. The bid will have specific materials needed for the deck replacement. Once the bid is complete, a request for proposals will go out. Once proposals are reviewed and a contractor is hired the project should take 2-3 weeks to be completed.
- f. Senior Advisory Board Annual Report – Superintendent Brewer said that this year the annual report would be held on August 23. Staff will provide a draft of the report during the July meeting but is requesting the Board to provide staff with a few ideas for next year's goals. Board Member Hayes volunteered to present the report.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Superintendent Brewer said that at the request of the Board, she met with the contractors for the new bocce ball court and that they would test the area to see if drainage was needed. If drainage was required to be built in, the cost is estimated at \$1,200. She will follow up with the Board once it is determined if drainage is needed or not, but they are still expecting the court to be completed by fall 2016.

11. **PUBLIC COMMENT:** **Clair Matthews**, Outreach coordinator for RSVP of San Mateo County, announced that the Senior Center had been partnered with RSVP for 35 years and she wanted to express her gratitude on behalf of her organization in supporting senior volunteers in the community.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel asked for an update on the hiring of a new custodian by the City. Superintendent Brewer responded that the candidate selected was in the process of a background check and would update them during the Board's July meeting. Board Member Kreisel also requested for new covers for the pool tables, Supervisor Tessier said she would look into the cost and report back to the Board during their next meeting. Board Member Carmichael requested butter be placed on the tables during parties, staff replied that they would provide that for future parties. Board Member Hayes asked if it would be possible to apply for a grant through the San Bruno Community Foundation, Superintendent Brewer and staff replied that they would look into it but requested that the Board specify what they would like the grant applied to.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff** adjourned the meeting at 9:49 a.m.

SENIOR ADVISORY BOARD TRUST FUND REPORT

JUNE 30, 2016

Checking Account Balance 5/31/2016	\$ 17,373.25
Interest	\$ 0.70
Return check	\$ (20.00)
Deposit	\$ 20.00
Checks	\$ -
Fees	\$ (28.00)
Reversal of fee	\$ 28.00
Checking Account Balance 6/30/2016	\$ 17,373.95
Amount held at City of San Bruno prior 7/1/2013	\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2015	\$ 31,670.66
Amount deposited to City since 7/1/2015	\$ 10,678.29
Deposit made to City account June	\$ 284.60
Deposit made to City account June	\$ 300.70
Deposit made to City account June	\$ 140.65
Deposit made to City account June	\$ 175.50
Deposit made to City account June	\$ 160.00
Amount deposited to City this fiscal year	\$ 11,739.74
TOTAL NET WORTH JUNE 30, 2016	\$ 164,716.55

2015-16 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	8	11	7	9	2		2	1				
Health		5	1			1						
Social Worker Referrals		1										
Legal	1	1		1								
Community Outreach							1					
Shopping/Food	2	8	3	5	2	1	2					
Aging and Adult							3					
Info & Referral	6	13	11	9	4	9	10					
Welfare Check	1	2	1				1					
Insurance	3	4	4	8	5	1	2					
General	7	2	13	4	6	7	5					
Monthly Total	28	47	40	36	19	22	25	0	0	0	0	0

Housing								1	7	2	4	3
Shopping								3	2	1	2	3
Transportation								4	5	6	5	9
Assisted Living								2	3	3	5	6
Legal								3	9	6	2	8
Insurance								8	3	0	0	0
Welfare Check									2	2	3	0
Health									3	2	16	2
Counseling									1	1	1	2
Clean/Repair								6	2	5	4	7
General								9	8	5	6	5
Monthly Total	56	94	80	72	38	44	50	36	45	33	48	45

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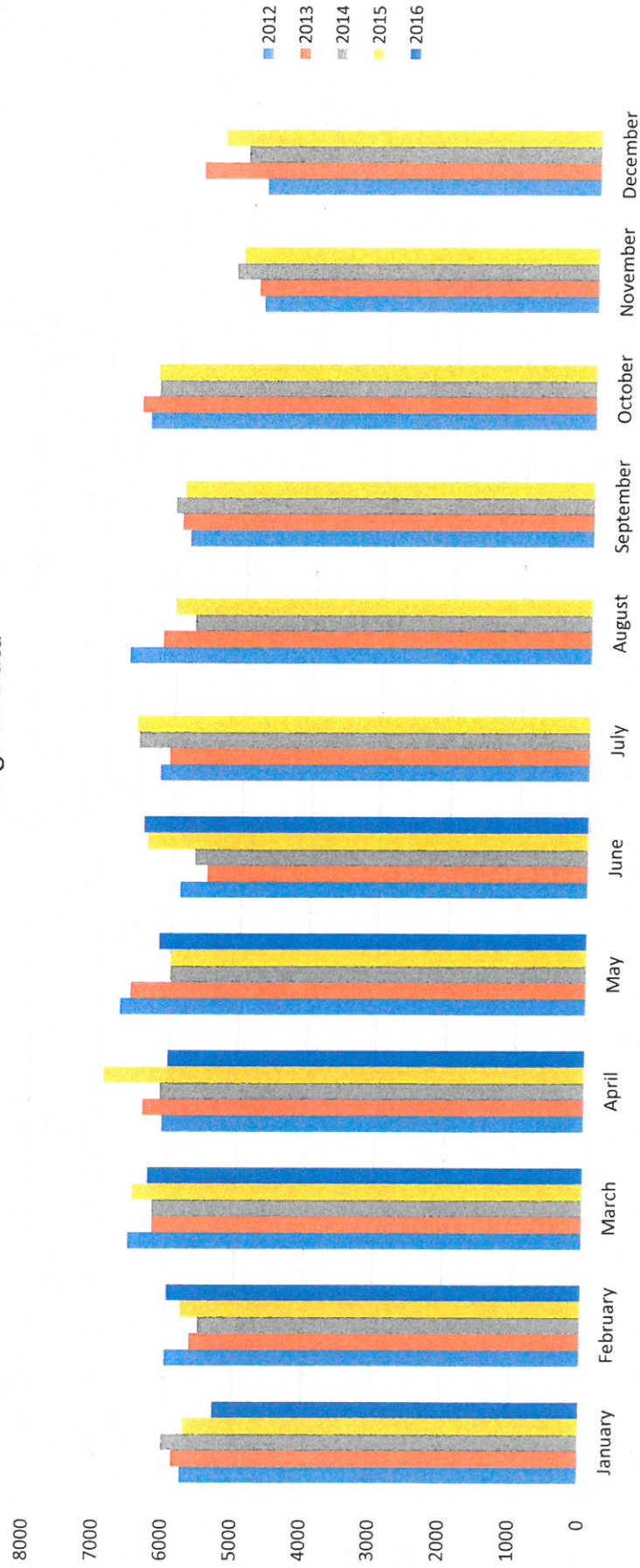
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Nutrition Site Report - June 2016

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon					0	
Tues					0	
Wed	1	100	74	25	99	5.50
Thur	2	60	51	8	59	
Fri	3	80	66	13	79	
Mon	6	115	100	15	115	5.50
Tues	7	80	61	15	76	
Wed	8	145	130	14	144	5.50
Thur	9	75	67	5	72	
Fri	10	85	69	14	83	
Mon	13	105	95	9	104	16.50
Tues	14	80	60	14	74	5.50
Wed	15	135	111	22	133	5.50
Thur	16	65	59	6	65	
Fri	17	155	154		154	22.00
Mon	20	80	58	21	79	
Tues	21	80	66	11	77	5.50
Wed	22	125	112	13	125	33.00
Thur	23	75	60	12	72	5.50
Fri	24	85	66	18	84	5.50
Mon	27	120	100	16	116	11.00
Tues	28	85	64	18	82	5.50
Wed	29	115	98	16	114	16.50
Thur	30	70	55	11	66	5.50
Total		2115	1776	296	2072	154

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418						

Historical Sign-In Data



EVENTS COMMITTEE

July 11, 2016

Members in attendance were Barbara Luzaich, Raoul Epling, Kathy Gregory and Tammy Manini. Leah Madonich was in attendance.

Minutes for the June meeting were approved as written.

1. The August **Movie** will be held on the first Friday and will be "Hello, My Name is Doris."
2. **Classes & Programs:**

The Book Club is going well. There is a speaker who may be available to present on her book about her experience in Jonestown. The Committee thought we should pursue this presentation.

The first Art Appreciation class with Linda Dever is scheduled for July 25th at 1:00 pm. The Karaoke class will start later on this day.
3. **Presentations:**

We are hoping to schedule a presentation with Jessica Huckabay for August regarding "Maintain Your Brain Health" or "What You Need to Know When You Leave the Doctor" on August 18th.

Mary scheduled a Peace Corps presentation on Africa for July 18th.
4. **Trips:**

The Casino trips have been averaging 37-40 people. We are trying to rotate the trip escorts to take some burden off of Marilyn. The "Mary Poppins" trip in July has 30 people signed up. Mary scheduled a Santa Cruz Follies trip on September 16th and Dorothy is planning a Horse Race trip in November. Bill Goff is still planning extended trips and Marilyn plans cruises. June Wydler plans Reno overnights in the summer and at the beginning of December.
5. **Parties:** We will have an Elvis Show and Dance Party on Saturday night, July 16th. About 125 tickets have been sold to date. August 26th will be a Western Party with the California Cowboys and September 23rd will be another Variety Show. Mary scheduled Kathy & Joe for the Halloween Party on October 31st. The Committee discussed entertainment options for some of the Holiday Parties. They decided on the "Ron Borelli Trio" for Thanksgiving, "Swing Shift" for Christmas and the "Paul Fontes Trio" for New Year's. Mary will schedule these bands.
6. ***The next Committee meeting will be on August 8th at 1:00 pm .***